



TRANSPORTATION CABINET


Frankfort, Kentucky 40622
www.transportation.ky.gov/

Steven L. Beshear
Governor

Michael W. Hancock, P.E.
Secretary

MEMORANDUM

TO: All Prequalified Consultants

FROM: Michael L. Hill, P.E. 
Director
Division of Professional Services

DATE: September 12, 2014

SUBJECT: Negotiation of Direct Costs For Mileage, Per Diem, and Hotel

600 KAR 6:070 states that travel reimbursements are governed by 200 KAR 2:006, which specify reimbursement rates for state employees. The regulation determines reimbursement rates for average gasoline cost, per diems for meals, and hotel lodging.

The regulation provides for an adjustable scale for the average gasoline cost. Effective with this memorandum, an average mileage shall be determined from the average of the reimbursement rates of the previous twelve months as governed by 200 KAR 2:006. A rate of Forty-Seven Cents (\$.47) a mile is hereby established for negotiating for the remainder of September 2014 and will be in effect for one (1) year from the date of this notice. A premium of Thirteen Cents (\$.13) a mile will be allowed for a four (4) wheel drive vehicle, resulting in an allowance rate of Sixty Cents (\$.60) a mile for a four (4) wheel drive vehicle.

Negotiated direct costs for meals will also remain at the current direct costs:

- Breakfast: authorized travel 6:30 a.m. through 9:00a.m. - Seven Dollars (\$7.00)
- Lunch: authorized travel 11:00 a.m. through 2:00 p.m. - Eight Dollars (\$8.00)
- Dinner: authorized travel 5:00 p.m. through 9:00 p.m. - Fifteen Dollars (\$15.00)

The current policy for negotiating direct cost reimbursement for hotel lodging currently allows for eighty-five dollars (\$85.00) per night for all personnel. A rate of eighty-five dollars (\$85.00) will remain in effect for negotiating for the remainder of September 2014 and will be in effect for one (1) year from the date of this notice. There is not a separate rate for survey or field personnel.



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For Cost Plus a Fixed Fee contracts, KYTC will reimburse for the actual expenditure for hotel. The expenditure will be checked for reasonable when submitting request for payment and in the post audit. If the amount is determined unreasonable, the reimbursement will be disallowed or limited to a reasonable amount. Per Diem and Mileage will be reimbursed according to company policy, not to exceed the maximums allowable rates listed above.

MLH/MAY